

## **In-Processing Guidance**

1. Students will report in IPFU.
  - a. Active Duty personnel will report at 05:15 on Day 1 (Friday) for In-Processing.
  - b. National Guard and Army Reserve personnel will report not later than 18:00 on Day 0 (Thursday) on their Travel Day for barracks check-in and linen issue. NCO Academy bus will pick up barracks personnel for In-Processing the next day (Day 1).
  - c. Students will be considered a "No Show" if they are not present for Roll Call at 05:30 on Day 1, regardless of component (Active Duty, National Guard, Army Reserve).
2. Students must bring a black ink pen and have in their possession:
  - a. DA Form 4187 (Only if Soldier's Active Duty unit did not turn in to Schools NCO prior to the start of WLC)
  - b. DD Form 1610 (Army Reserves or National Guard Soldiers).
  - c. Pre-execution Checklist (Walk-Ons Only - completely filled out and signed).
  - d. DA Form 3349 Physical Profile (Signed). P3/P4 permanents profiles must have MMRB results.
  - e. Identification Card (with working PIN).
  - f. Identification Tags on required chains.
  - g. Meal Card (Active Duty Only - Orders for Reserves and National Guard).
  - h. TA-50 from WLC packing list.
3. Students and their sponsors are restricted to the gravel parking lot North of the Academy. Do not park on the asphalt parking areas. Sponsors are only authorized to wait behind the student formation. Sponsors will not enter the Academy building.
4. Students will be in compliance with Army Regulation 670-1 and 4th Infantry Division Standards prior to arriving at the Academy. This includes, but is not limited to, grooming standards, uniform appearance and fit, and authorized footwear.
5. If a student is missing any items (TA-50, profile, etc.), their sponsor will be provided time to get these items.